

**BY ORDER OF THE
COMMANDER, PACIFIC AIR FORCES**



PACAF DIRECTORY 90-205

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Command Policy

**CHAPLAIN SERVICE UNIT
COMPLIANCE INSPECTION**

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This Mission Performance Standards directory implements AFD 90-2, *Inspector General - The Inspection System*. It applies to all Wing Chaplain activities. This directory lists compliance items that support guidance in the following: law, executive order, higher headquarters publications (DOD, JCS, FAA, AFI, AFMAN, etc) and MAJCOM publications. The directive supports guidance in the following: AFD 52-1, AFI 52-101, AFI 52-101 Interim Policy, AFI 52-102, "HQ USAF/HC Operating Instruction for AFI 52-102," "Chapel Tithes and Offerings Fund (CTOF) Policy Letter" of 10 Sep 03 (to later be known as AFI 52-105, Vol II), AFI 52-104, HQ PACAF/HC Policy Letter of 6 Oct 03, AFI 10-404, AFI 32-7080, AFI 33-112, AFI 34-248, AFI 34-701, AFD 36-22, AFI 36-2201, AFMAN 37-139, AFI 64-117, AFI 90-201, DODI 1402.5, DODD 5000.7, IRS Code, IRS Pub 17, 17 USC. Send comments and suggested improvements to this directorate on AF Form 847, "Recommendation for Change of Publication," through channels, to HQ PACAF/HC, 25 E St Ste G103, Hickam AFB HI 96853-5419.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. HQ PACAF/HC may use this directory in whole or in part during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination. This publication does not apply to Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units.

SUMMARY OF REVISIONS

This document has been substantially revised and should be carefully reviewed in its entirety. (*Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*)

MICHAEL C. WHITTINGTON, Chaplain, Colonel, USAF
Command Chaplain

Attachment 1**CHAPLAIN SERVICE MISSION PERFORMANCE CHECKLIST****A1.1. CHAPLAIN SERVICE STANDARDS****A1.1.1. Religious Observance** (AFI 52-101, 21 June 2002, Para 3)

A1.1.1.1. Do chaplains meet the religious needs of their community by providing religious ministries of worship? (AFI 52-101, Para 3.2.2)

A1.1.1.1.1. Is there a Protestant worship service that addresses as many of the Protestant community's shared faith commitments as possible? (AFI 52-101, Para 3.2.2.2)

A1.1.1.1.2. If there is a documented need for a denominational or faith group worship service that an assigned chaplain cannot provide, is written certification for the person conducting the service on file? (AFI 52-101, Para 3.2.2.3 and subparagraphs)

A1.1.1.1.3. Does the Wing Chaplain ensure qualified resource personnel meet all religious program needs that cannot be met by assigned chaplain service personnel? (AFI 52-101, Para 2.3)

A1.1.2. Pastoral Care (AFI 52-101, Para 4)

A1.1.2.1. Does the Wing Chaplain ensure religious literature is available? (AFI 52-101, Para 4.6)

A1.1.2.2. Does the Wing Chaplain ensure the use of approved religious curriculum? (AFI 52-101, Para 4.5)

A1.1.2.3. Is the chaplain a member of the death notification team? (AFI 52-101, Para 4.2)

A1.1.2.4. Are the guidelines related to criminal history background checks for contractor personnel providing child care, serving as religious education coordinators, and youth leaders being implemented? (DODI 1402.5, Criminal History Background Checks on Individuals in Child Care Services)

A1.1.2.5. Are provisions made for child care that protects our children and the chapel? (AFI 34-248, Para 7.9.2)

A1.1.2.6. Is absolute confidentiality (Privileged Communication) maintained between the chaplain and his/her clients (counselees) in any communication made between the chaplain and clients if such communication is made either as a formal act of religion or as a matter of conscience? (AFI 52-101, Para 4.1)

A1.1.3. Advising Leadership (AFI 52-101, Para 5)

A1.1.3.1. Do the Wing Chaplain and all AF chaplains on the chapel staff advise leadership on matters pertaining to religious expression, religious conviction, religious accommodation, ethical decision-making, and moral reasoning? (AFI 52-101, Para. 5)

A1.1.3.2. Does the Wing Chaplain identify to the commanders religious holy days, holidays, and observances and advise commanders accordingly? (AFI 52-101, Para 3.2.1.)

A1.1.4. Leadership and Management

A1.1.4.1. Is the Wing Chaplain personally involved in the design and implementation of a comprehensive Chaplain Service program to meet the spiritual, religious and moral needs of assigned personnel and their families? (AFPD 52-1, 1 July 1999 Para 3.3)

A1.1.4.2. Are copyright laws followed for music/quotes/movies or other public dissemination of media, and is current documentation of copyright permission maintained on file? (17 USC, sec 102, 106, 501)

A1.1.4.3. Are required items maintained in the Chaplain Function Continuity File? (HQ PACAF/HC Policy Letter, 6 October 2003, Para 4.a.)

A1.1.5. Training

A1.1.5.1. Has a training program been established and documented in individual's training record for all chapel staff (including IMAs)? (AFI 36-2201, Vol 3, Paras 8.1 and 6.1)

A1.1.5.2. Is the Career Field Education and Training Plan (CFETP) the primary tool for chaplain assistants to develop, conduct, and document personnel training activities? (AFPD 36-22, Para 4.4; AFI 36-2201, Vol 2, Para 1.5.1)

A1.1.5.3. Are anti-robbery procedures reviewed? (Installation Security Plan (OPLAN) 31-101)

A1.1.6. Statistical Report and Satisfaction Surveys (AFI 52-101, Para 6.1)

A1.1.6.1. Is AF Form 1270 utilized to survey and tabulate customer satisfaction responses by leadership, unit personnel, and parishioners in the month of November and included on the annual Chaplain Service Statistical Report (AF Form 1270a)? (AFI 52-101, Para 6.1 and Sec I & V Instructions on AF Form 1270a-Reverse)

A1.1.6.2. Are the data collected in March and October on AF Form 1270a, Sections II and VI, tabulated and included on the annual AF Form 1270a? (AFI 52-101, Para 6.1 and Sections II & VI Instructions on AF Form 1270a-Reverse)

A1.1.7. Chaplain Service Facilities (AFI 52-101 Interim Policy, 18 April 2001, Para 2)

A1.1.7.1. Are non-religious activities prohibited in the sanctuary, chancel, or nave of the chapel? (AFI 52-101 Interim Policy, Para 2.4)

A1.1.7.2. Is there a Blessed Sacrament Chapel at each installation? (AFI 52-101 Interim Policy, Para 2.5)

A1.1.7.3. Is there suitable office space for chaplains to conduct counseling ensuring the privileged communication right of the counselee? (AFI 52-101 Interim Policy, Para 2.6)

A1.1.7.4. Do chapel activities have priority over other base activities in religious facilities? (AFI 52-101 Interim Policy, Para 2.8)

A1.2. RESOURCES

A1.2.1. **Chapel Tithes and Offerings Fund--CTOF** (CTOF Operating Procedures, 10 September 2003—To later be designated as 52-105, Vol II, *Chaplain Service Resourcing*; HQ PACAF/HC Policy Letter of 6 October 2003)

A1.2.1.1. Does the Wing Chaplain, as Fund Manager, oversee the local base CTOF to include administrative procedures, manage processes, and ensure internal controls have verifiable audit trails? (CTOF Operating Procedures, Para 3.4.1.1.)

A1.2.1.2. Does the Wing Chaplain ensure that denominational offerings are managed through the local CTOF and classified separately in Quickbooks? (CTOF Operating Procedures, Para 3.3.8)

A1.2.1.3. Is Quickbooks being used as the official CTOF accounting system, including the use of the Standardized Chart of Accounts for all fund transactions? (CTOF Operating Procedures, Para 3.3.4.)

A1.2.1.4. Does the Wing Chaplain send end-of-fiscal-year CTOF Balance Sheet to HQ PACAF/HC no later than 15 November for accuracy review? (CTOF Operating Procedures, Para 3.5.)

A1.2.1.5. Has the Wing Chaplain developed local operating procedures (i.e., Operating Instruction) for the local CTOF, and has the OI been sent to HQ PACAF/HCX for approval prior to implementation? (CTOF Operating Procedures, Para 3.2.3, HQ PACAF/HC Policy Letter of 6 Oct 03, Para 5.b.)

A1.2.1.6. Do Senior Chaplains at all levels administer, control, and manage CTOF through the use of financial working groups, account managers, program leaders, and an Accounting Technician? (CTOF Operating Procedures, Para 3.3)

A1.2.1.7. Do all CTOF contracting instruments comply with command and installation contracting office procedures? (CTOF Operating Procedures, Para 3.6.2.)

A1.2.1.8. Does the NCOIC serve as the approving official for all nonpersonal services contracts/instruments? (CTOF Operating Procedures, Para 3.4.2.6.; Para 3.6.1.)

A1.2.1.9. Does the Wing Chaplain ensure that no one person is given complete control of the local CTOF? (CTOF Operating Procedures, Para 3.4.1.2.)

A1.2.1.10. Does the Accounting Technician ensure that insurance claims for lost, stolen, damaged, and destroyed CTOF assets are properly processed through HQ PACAF/HC to the HQ Air Force CTOF? (CTOF Operating Procedures, Para 3.4.7.5.)

A1.2.1.11. Does the NCOIC perform and document a monthly assessment of all CTOF operations, with the Wing Chaplain reviewing each month's assessment and documenting the monthly review? (CTOF Operating Procedures 3.8.1.)

A1.2.1.12. Does the Wing Chaplain appoint individual(s) other than him/herself or the NCOIC to sign checks? (CTOF Operating Procedures, Para 3.3.4.6.)

A1.2.1.13. Are all local CTOF transactions by the Accounting Technician authorized by an approved annual program plan? (CTOF Operating Procedures, Para 3.4.7.1.)

A1.2.1.14. Does the Accounting Technician perform an annual inventory of the CTOF-owned property in September and upon assuming Accounting Technician duties? (CTOF Operating Procedures, Para 3.4.7.4.)

A1.2.1.15. Has the Accounting Technician set up an equipment account by labeling and recording single nonexpendable items valued at \$1,000 or more and uses Quickbooks to keep track of the assets? (CTOF Operating Procedures, Para 3.4.7.3.)

A1.2.1.16. Does the Accounting Technician properly dispose of surplus CTOF equipment as authorized by the Wing Chaplain (i.e., disposal by sale, transfer to another CTOF, donation, or through local supply procedures) and maintain documentation of all transactions? (CTOF Operating Procedures, Para 3.4.7.6.)

A1.2.1.17. Does the local CTOF use only insured financial institutional accounts and monitor them closely to ensure they do not exceed the federally insured (FDIC) limits? (CTOF Operating Procedures, Para 3.3.2.)

A1.2.1.18. Does the Wing Chaplain ensure that the CTOF is not used for reimbursement of temporary duty (TDY) or permissive temporary duty (PTDY) expenses? (CTOF Operating Procedures, Para 3.1.1.1.)

A1.2.1.19. Is the Quickbooks Audit Trail feature activated within Quickbooks? (CTOF Operating Procedures, Para 3.3.4.3.)

A1.2.1.20. Does the local CTOF ensure that the cash basis accounting option is selected in Quickbooks? (CTOF Operating Procedures, Para 3.3.4.2.)

A1.2.1.21. When checks are used, are pre-numbered laser printer checks being utilized? (CTOF Operating Procedures, Para 3.3.4.6.)

A1.2.1.22. Does the Wing Chaplain ensure that petty cash and foreign currency accounts are not used? (CTOF Operating Procedures, Para 3.3.7.)

A1.2.1.23. Is a CTOF Continuity File maintained, and does it include the information required in the HQ PACAF/HC Policy Letter? (HQ PACAF/HC Policy Letter of 6 Oct 03, Para 5.d.)

A1.2.1.24. Are Federal Identification Number Assignment, state and local tax information, and copies of most recent TD Forms 1096 and 1099 available? (HQ PACAF/HC Policy Letter of 6 Oct 03 Para 5.d.7.)

A1.2.1.25. Are payments of honoraria/contract services in cumulative amounts of over \$600.00 to an individual recorded with the Internal Revenue Service via Treasury Department, TD forms 1096 and 1099? (IRS Pub 17, Non-Employee Compensation)

A1.2.1.26. Are provisions of section 501(c) (3) of the Internal Revenue Code (Charitable Contributions-Substantiation and Disclosure Requirements) being followed? (IRS Code, Section 501 (c) (3))

A1.2.1.27. Is Base Legal Office review obtained when initiating or modifying any CTOF contracts? (HQ PACAF/HC Policy Letter of 6 Oct 03, Para 5.a.)

A1.2.1.28. Are controls in place for the CTOF government purchase cards? (GSA contract, GS-23F-94031) and (AFI 64-117)

A1.2.1.29. Is AF Form 439 posted near the funds counting area? (Installation Security Plan (OPLAN) 31-101)

A1.2.2. Appropriated Funds

A1.2.2.1. Are controls in place for the appropriated fund government purchase cards? (DODD 5000.7) and (AFI 64-117)

A1.2.2.2. Are all computers and software inventoried? (AFI 33-112, Para 7.5.3 and Para 8.12)

A1.3. READINESS (AFI 52-104, 14 May 2003)

A1.3.1. Does the Wing Chaplain establish a readiness training environment? (AFI 52-104, Para 5.1.1.)

A1.3.2. Does the Wing Chaplain ensure that chapel staff members participate in and practice readiness principles during local wing/base exercises? (AFI 52-104, Attachment 2—Phase 2 Chaplain Service Readiness Training)

A1.3.3. Does the Wing Chaplain develop/coordinate plans, annexes, and operating procedures for base contingency operations and prepare reports to the Base Support Plan (BSP)? (AFI 52-104, Paras 5.1.3. & 5.3.)

A1.3.4. Does the Wing Chaplain evaluate all aspects of Chaplain Service unit readiness training and maintain required documentation (individual training records, mobility folders, etc.)? (AFI 52-104, Para 5.1.6.)

A1.3.5. Does the Wing Chaplain train and equip all assigned Chaplain Service personnel to meet readiness requirements, including all attached Individual Mobility Augmentees (IMA)? (AFI 52-104, Paras 5.1.4. & 4.2.14.)

A1.3.6. Has the Wing Chaplain appointed a Readiness Functional Area Manager (FAM)? (AFI 52-104, Para 5.1.8.)

A1.3.7. Has the Wing Chaplain established a Chapel Control Center (CCC) and alternate CCC for contingency requirements? (AFI 52-104, Para 5.1.5.)

A1.3.8. Does the Wing Chaplain develop a Chapel Contingency Support Operating Instruction (CSOI) and coordinate the OI with HQ PACAF/HC? (AFI 52-104, Para 5.1.7.)

A1.3.9. Is the Chapel Contingency Support Operating Instruction exercised at least annually? (AFI 52-104, Para 5.1.7.)

A1.3.10. Does the Chapel Contingency Support Operating Instruction follow the outline and suggested contents as identified in AFI 52-104, Attachment 7? (AFI 52-104, Attachment 7)

A1.3.11. Is the Chaplain Service portion of the Base Support Plan reviewed annually and exercised at least annually? (AFI 10-404, Para 3.2; AFI 52-104, Para 5.3.1.)